

# Consultant Is Not A Four Letter Word - Watershed Based Stormwater Infiltration For Middle Spunk Lake



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- Project started with concern from area residents and AALA about direct stormwater entering Middle Spunk Lake
- Stearns County SWCD applied for BWSR Clean Water Funds
- Targeted Stratford Addition (residential development) and immediate watersheds
- Estimated 30 BMP's to be installed



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- Installation of approximately 30 infiltration practices (raingardens, infiltration swales, infiltration basins) to improve water quality and reduce water quantity entering Middle Spunk Lake
- SWCD received a BWSR Clean Water Fund grant for \$149,704
- Grant can be used for project costs, **technical assistance** and grant management



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- Project cost covered by the grant
  - Up to **\$44,700** for private consultant
  - Up to \$67,500 for construction of project



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## Why Hire A Consultant?

- Save Time
- Large Project
- Multi – Level Staff (Graphic Designer, Plant Ecologist, Engineer, Engineering Technician, Surveyor, etc...)
- Turn Around Time – Better Serve The Public
- Extras



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## Why Hire A Consultant?

- Newsletters
- Deals With Complaints
- Organizes Implementation Project Bids
- Inspects the project
- Conducts Maintenance Workshop
- Determines benefits of project –  
**POLLUTION REDUCTIONS = OUTCOMES!**



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- BWSR – CWF Grant Approved -> Now what?
- Spoke with the Stearns County Purchasing Director about the process for hiring a consultant



# Project Goals- The 4 “R’s”

- ⦿ Right Quality
- ⦿ Right Quantity
- ⦿ Right Time
- ⦿ Right Price

# Public Procurement

## The many goals

- ⦿ End-user goals-Get what they need.
  - 4 “R’s”
- ⦿ Agency goals
  - Within Budget
- ⦿ Public goals
  - Transparency
  - Fair process

# Procurement Strategies

How do we meet all of the goals?

## ⦿ Procurement Cycle

- Assess Risks (typical contract problems for this type of purchase)
- Develop specifications
- Issue solicitation
- Evaluate response
- Award Contract
- Monitor performance

# Typical Contract Administration

## Problems for Professional Services

- **Disputes over Acceptance-** Did I get what I ordered?
  - Need to be clear about what you are ordering!
    - List reports
    - List public and agency meeting
    - List acceptance criteria for each deliverable
- **Conflicts between vendor, agency, public**
  - Need to make sure vendor has good communication and problem solving skills
- **Delays**
  - Need to have a detailed project schedule that lists:
    - Deliverables
    - Acceptance criteria
    - Amount paid for each deliverable
    - Monitor, monitor, monitor.....

# Relationship of the 4 “R’s” to Each Step of the Procurement Cycle

## Specifications

- ⦿ Specifications used to communicate:
  - 4 “R’s” (See Scope of work)
    - Right Quality- Vendor Qualifications (Attachment A)
    - Right Quantity- Types of reports (Scope of work)
    - Right Time- Completion by Dec 31, 2010
    - Right Price- Price Page

# Using Specifications to Mitigate Risk

- Risks
  - Acceptance
    - Detail all deliverables
      - Reports
      - Meetings
  - Conflicts
    - References-Talk to other agencies.
    - Interview
  - Delays
    - Vendor submit detailed project plan outlining each task
    - Link Deliverables to payment

# Relationship of 4 “R’s” and Risk to Evaluation

- Must communicate to a vendor what is important to you! Relate to identified Risks and 4 “R’s” (Fairness)
- Must be included in the specifications –(Fairness)
- Required submittals must provide you with the info you need to evaluate. (Transparency)
- Need to be able to justify why you did not select the other vendor (Fairness, Transparency)
- Evaluation options
  - Criteria
    - Go/No
    - Weighted

# Evaluation Criteria for This Project & Required Submittals

## ⦿ Quality- Go/No & then 50%

- Submittals

- Professional Qualifications (attachment A) Go-No
- References
- Project Plan

## ⦿ Vendor communication -25%

- Submittals

- Oral Interview

- Cost 25%

- Detailed price page

# Evaluation Process

## Attached Evaluation process and form

- ⦿ Proposal responses- Not public until after award
- ⦿ Each person review responses
- ⦿ Clarify any questions
- ⦿ Meet as group to score
- ⦿ Final Score is public

# Contract Documents

- Clauses should address previously identified risks
- Protection of Agency Interests
  - Insurance etc.
  - Acceptance
    - Project Schedule
  - Disputes
    - Key Personnel
    - Dispute resolution
  - Delays
    - Penalties for delays
  - Change Orders
    - Change order procedure

# SUMMARY

- Teamwork
- Identify Project Goals and Objectives
  - 4 “Rs”
- Identify Typical Contract Administration Problems
- Develop Specs that articulate Goals and Objectives and risks
- Link Evaluation Criteria to Goals, Objectives and Risks
- Link Submittals to Evaluation Criteria
- Link Contract Clauses to Risks and Goal

- ◎ Bill Davison, CPPO
- ◎ 320-656-3970
- ◎ [Bill.davison@co.stearns.mn.us](mailto:Bill.davison@co.stearns.mn.us)

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- Bill took care of the details – mailed out RFP, set up interviews, communicated intentions
- Nice partner to lean on.....



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- Developed Qualifications requirements and an RFP for project development, private design, and oversight of project



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## Consultant Hiring Process

- Qualification Statement
- Submit RFP
- SWCD Evaluation Team reviews proposals with checklist based on **Qualifications** & Cost
- Selected firms are invited to interview with SWCD Evaluation Team



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## Qualifications:

- Firm name, location, identify staff that will be involved in project
- History of firm and length of existence
- Past experience with similar projects – i.e.:  
raingarden plans and contacts for prior projects
- Experience working with the public
- Projects with roads involved
- Experience with multiple jurisdictions



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Request - Some of the same information in the qualifications section

- Approach and work plan
- Schedule
- Cost - \$\$\$





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- Held 1st public meeting which invited the residents to learn about the project and sign up





## You Can Help Improve Water Quality in Middle Spunk Lake.

### PROJECT DESCRIPTION

The Stearns County Soil and Water Conservation District (SWCD) has been awarded grant money to install infiltration features, such as rain gardens, to improve the water quality of Middle Spunk Lake. Through this program, Stearns County SWCD is offering the exciting opportunity for residents in the Stratford Addition neighborhood to have an infiltration feature installed on their property or in a nearby location. These features have the opportunity to improve street drainage and prevent ponding in the street.

We invite you to learn more about this unique opportunity!

### UPCOMING INFORMATIONAL MEETING

**Date:** Monday, October 18, 2010

**Time:** 7:00 p.m. – 8:30 p.m.

**Location:** Avon City Hall

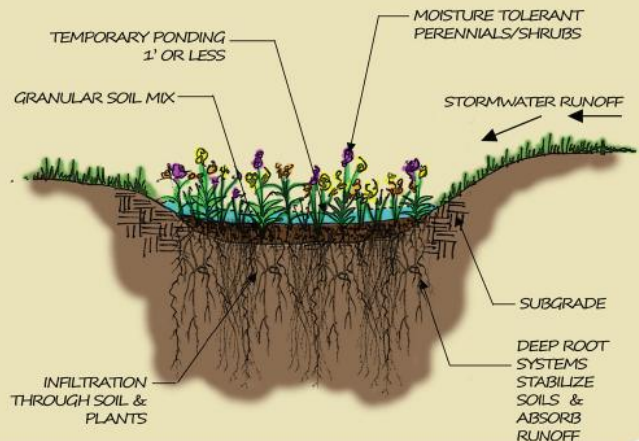
Even if you are unable to attend this meeting, we would like to know if you are interested in receiving an infiltration feature such as a rain garden.

### CONTACTS

Stan Hanson, Project Manager  
Bonestroo  
320-529-4365  
stan.hanson@bonestroo.com

Greg Berg, Shoreland Specialist  
Stearns County SWCD  
320-251-7800, ext. 143  
greg.berg@mn.nacdn.net

(Stearns County SWCD has selected Bonestroo to provide technical assistance on this project.)



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- Bonestroo conducted topo surveys of interested properties, gathered soil borings and began layouts for BMP locations



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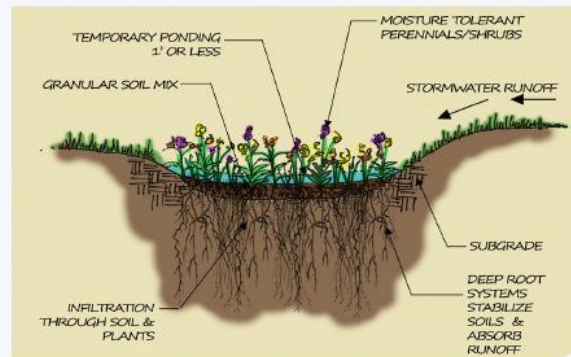
- Held 2<sup>nd</sup> public meeting for those that signed up to go over infiltration practice location, planting scheme and operation/maintenance agreement.



## You Can Help Improve Water Quality in Middle Spunk Lake by Installing a Rain Garden.

### WHAT IS A RAIN GARDEN?

Rain gardens are "strategically placed puddles" that are typically less than one foot in depth and planted with select native vegetation. These small depressions are designed to collect and treat stormwater runoff that contains harmful pollutants. Once the stormwater is collected in the rain garden it slowly drains through native plant roots, micro-organisms, and soil particles that absorb and treat pollutants. Rain gardens help purify stormwater runoff before it enters our valuable water system.



### NEXT PUBLIC MEETING

The next meeting will be held for homeowners to select the rain garden's location, determine if the location is shady or sunny, select your preferred planting option, and garden shape. You will meet one on one with the project's staff for approximately 30 minutes who can answer any questions you may have.

**Date:** Monday, December 6, 2010  
**Time:** 2:00 p.m. – 8:00 p.m. Open House  
**Location:** Avon City Hall

Even if you are unable to attend this meeting, contact us so we can coordinate your rain garden preferences.

### CONTACTS

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stan.hanson@bonestroo.com

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320-251-7800, ext. 143  
greg.berg@mn.nacdn.net

(Bonestroo is Stearns County SWCD's engineer on this project.)

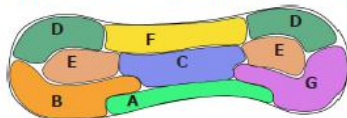
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## PLANTING OPTIONS

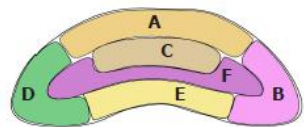
Project staff will work with each homeowner to select the most appropriate plant material for your site. Below are a variety of native garden options to choose from:

### Planting Option #1: Full/Part Sun Perennial and Native Grass Garden



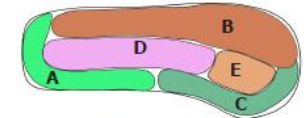
This garden option contains compact native grasses and perennials that are similar to non-native garden varieties. Plants range in height from 1.5' to 3' tall. Spring bloomers include Blue Flag Iris and New Jersey Tea. Summer to fall bloomers include Milkweed, Goldenrod and Coneflower.

### Planting Option #2: Full/Part Sun Wildflower and Native Grass Garden



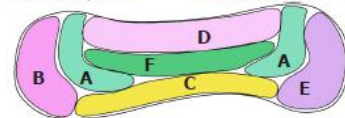
This garden option contains native grasses and perennials that are less compact in shape. Most plants range in height from 1.5' to 5' tall. Spring bloomers include Foxglove Beardtongue and Golden Alexanders. Summer to fall bloomers include Blazingstar, Aster, and Goldenrod.

### Planting Option #3: Full/Part Sun Shrub and Native Grass Garden



This garden option contains native grasses and shrubs that provide a fuller and larger planting option. Plants range in height from 2' to 6' tall. Less weeding will be required over time but pruning shrubs to the desired height will be required. Spring bloomers are Dogwood and New Jersey Tea. Grasses and shrubs provide excellent fall color.

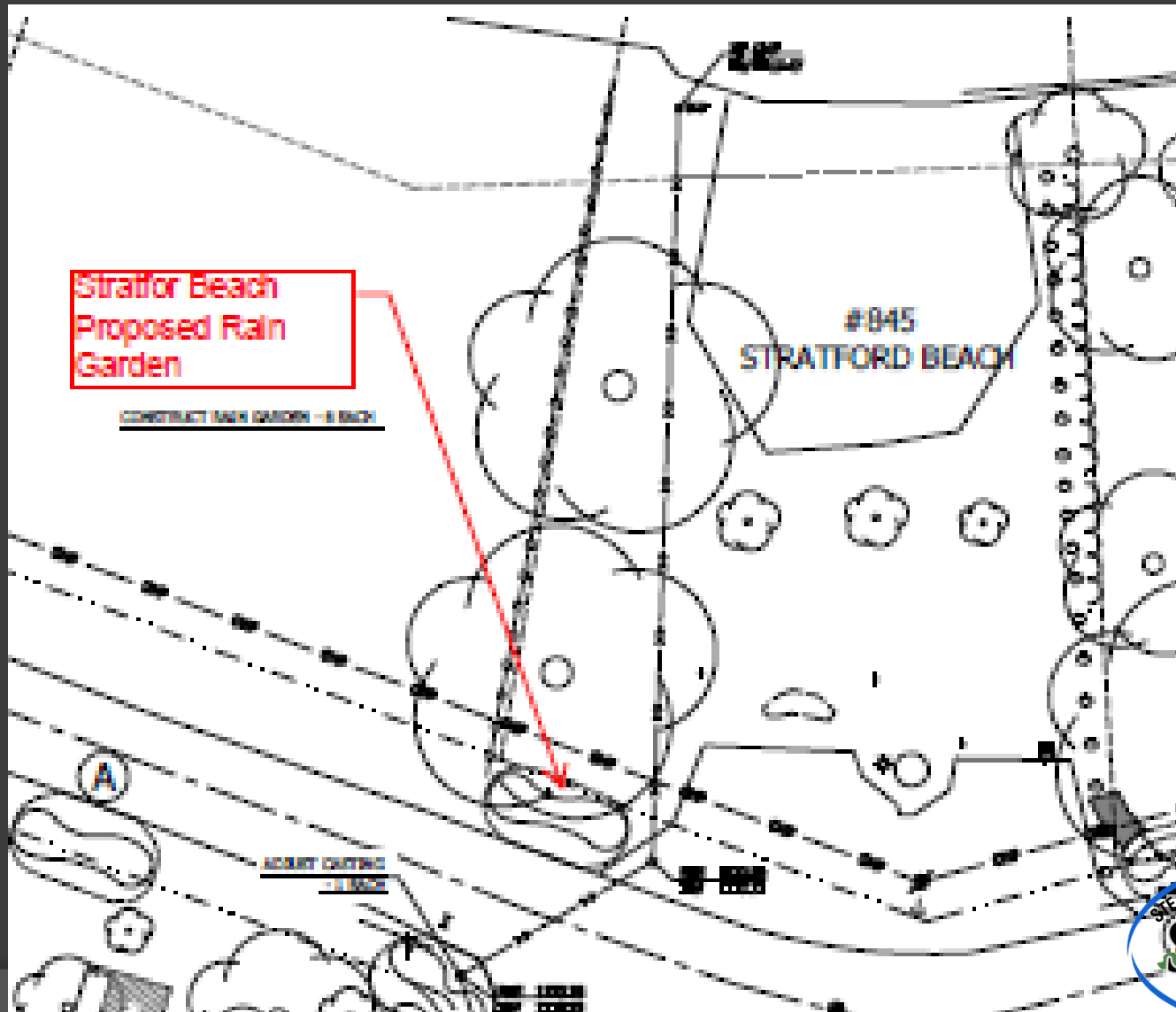
### Planting Option #4: Full/Mostly Shade Perennial and Native Grass Garden



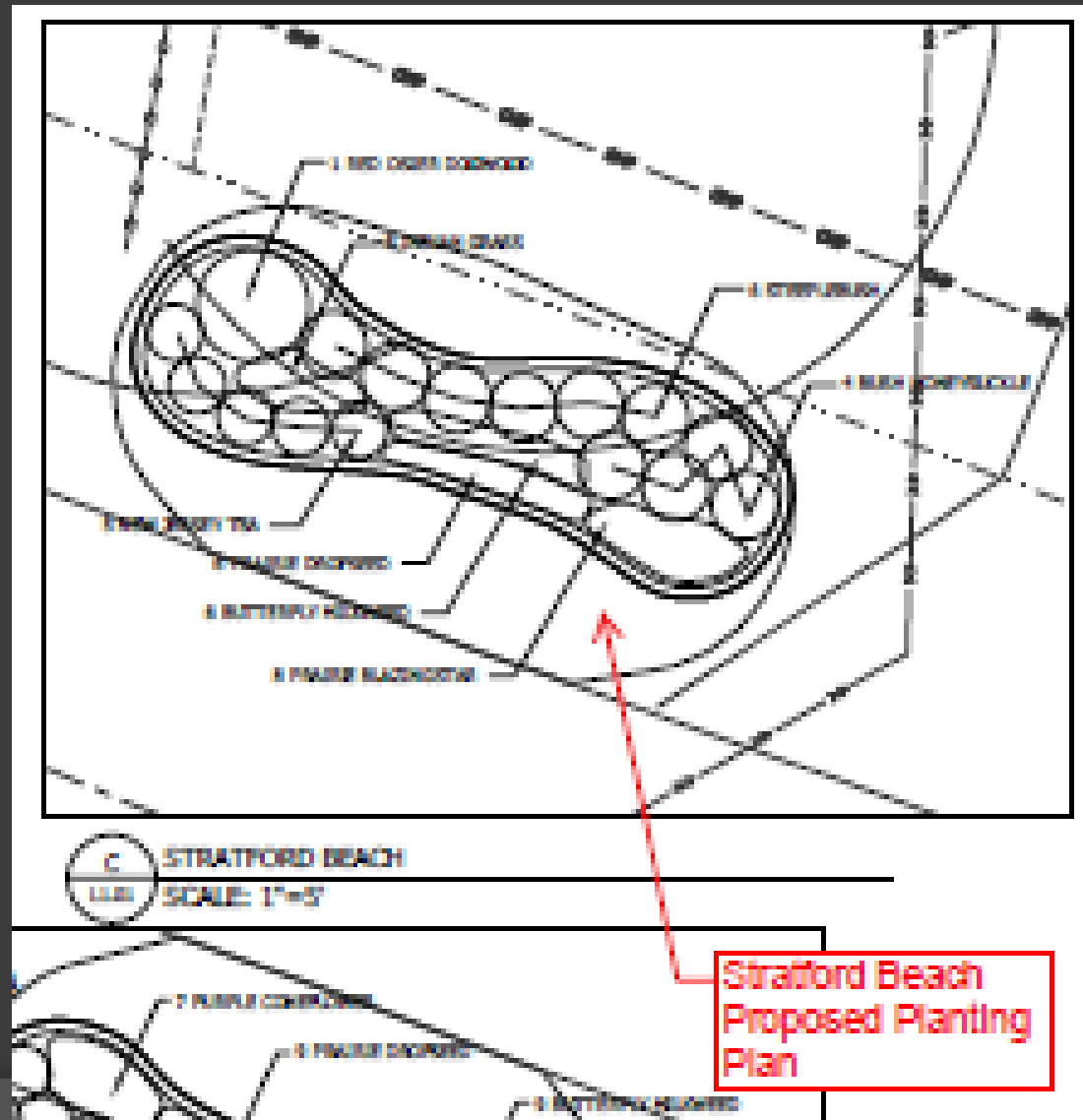
This garden option contains native grasses, shrubs, and perennials that provide a wide array of interest for a shady location. Plants range in height from 1' to 5' tall. Spring bloomers are Phlox, Geraniums, and Marigolds. Summer interest includes Meadow Rose and Bush Honeysuckle.

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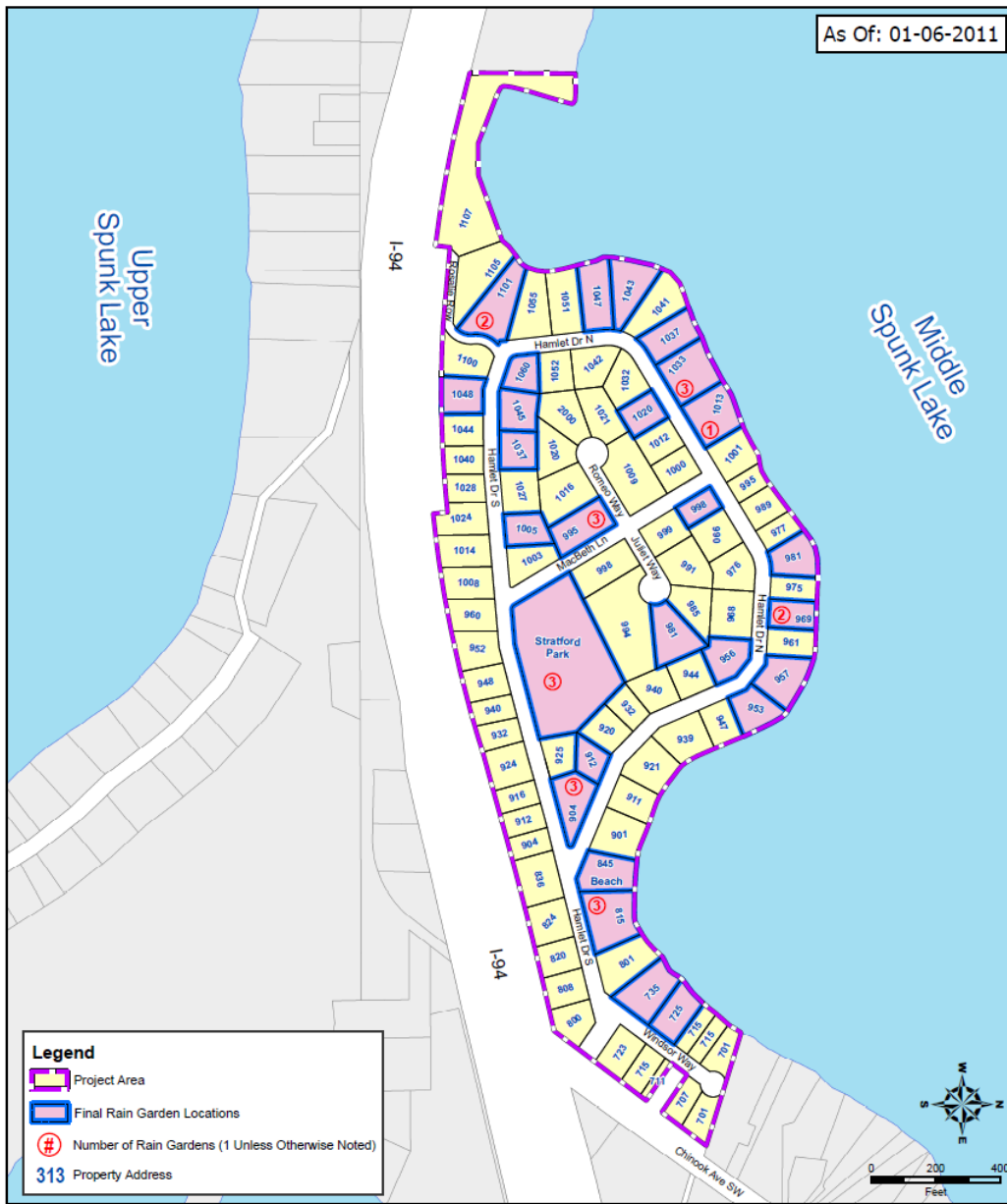


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- Of the 92 lots in the watershed, 30 residents participated
- A total of 40 raingardens are implemented at this time



As Of: 01-06-2011



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Stearns County SWCD Water Based Infiltration for Middle Spunk Lake  
Final Rain Garden Locations  
Stratford Addition, Avon, Minnesota



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